## **SOP-1064**





## **SOP ToolBox**

Creating SOPs doesn't have to be a complex task! Begin with Fhyzics' SOP Templates, Forms, Checklists, and Agreements.

Easily tailor them to your organisation's needs in a user-friendly PPT format. Select your specific domain, and we'll provide you with the customized templates within a week.

https://pages.fhyzics.net/sop-toolbox

and materials provided in this Standard Ope rating by Fhyzics Business Counsultants Pvt. Ltd. including but not limited to text, images, videos, documents, and software, are protected by copyright laws and are the intellectual property of Fhyzics Business Counsultants Pvt. Ltd. Unauthorized reproduction, distribution, or use of these materials in any form is strictly prohibited and may result in legal action. Any authorized use of Fhyzics Business Counsultants Pvt. Ltd' materials must include proper attribution and is subject to the terms and conditions set forth by Fhyzics Business Counsultants Pvt. Ltd.

13 June 2024 2

## Top 50 SOPs for Standard Operating Procedures (SOPs) for Used Car Dealers



SOP-1064-001: Standard Operating Procedure for Vehicle Acquisition and Inspection

SOP-1064-002: Standard Operating Procedure for Title and Ownership

**Documentation Verification** 

SOP-1064-003: Standard Operating Procedure for Pricing and Valuation Procedures

SOP-1064-004: Standard Operating Procedure for Vehicle Cleaning and Detailing

SOP-1064-005: Standard Operating Procedure for Exterior and Interior Inspection

SOP-1064-006: Standard Operating Procedure for Mechanical Inspection and Testing

SOP-1064-007: Standard Operating Procedure for Test Drive and Road Testing

SOP-1064-008: Standard Operating Procedure for Vehicle Reconditioning Process

SOP-1064-009: Standard Operating Procedure for Vehicle Photography and

Documentation

SOP-1064-010: Standard Operating Procedure for Vehicle Listing and Advertising

SOP-1064-011: Standard Operating Procedure for Customer Inquiry Handling

SOP-1064-012: Standard Operating Procedure for Appointment Scheduling for Test

Drives

SOP-1064-013: Standard Operating Procedure for Trade-In Assessment and

Valuation

SOP-1064-014: Standard Operating Procedure for Negotiation and Sales Process

SOP-1064-015: Standard Operating Procedure for Financing Application Procedures

SOP-1064-016: Standard Operating Procedure for Credit Check and Approval Process

SOP-1064-017: Standard Operating Procedure for Paperwork and Documentation for

Sales

SOP-1064-018: Standard Operating Procedure for Vehicle Delivery Process

SOP-1064-019: Standard Operating Procedure for After-Sale Customer Service

SOP-1064-020: Standard Operating Procedure for Warranty and Guarantee

**Procedures** 

SOP-1064-021: Standard Operating Procedure for Extended Service Plan Offerings

SOP-1064-022: Standard Operating Procedure for Vehicle History Report Retrieval

SOP-1064-023: Standard Operating Procedure for Pre-Sale Inspection for Trade-Ins

SOP-1064-024: Standard Operating Procedure for Vehicle Pricing Strategy

SOP-1064-025: Standard Operating Procedure for Market Research and Competitor

Allalysis

SOP-1064-026: Standard Operating Procedure for Sales Team Training and

Certification

SOP-1064-027: Standard Operating Procedure for Customer Relationship

Management (CRM)

13 June 2024 3



SOP-1064-028: Standard Operating Procedure for Internet Sales and Online Listings

SOP-1064-029: Standard Operating Procedure for Marketing and Promotions

SOP-1064-030: Standard Operating Procedure for Sales Commission Structure

SOP-1064-031: Standard Operating Procedure for Vehicle Lot Management

SOP-1064-032: Standard Operating Procedure for Vehicle Testimonial and Review Collection

SOP-1064-033: Standard Operating Procedure for Purchase Agreement and Contract Signing

SOP-1064-034: Standard Operating Procedure for Compliance with Legal Requirements

SOP-1064-035: Standard Operating Procedure for Dispute Resolution Procedures

SOP-1064-036: Standard Operating Procedure for Employee Code of Conduct

SOP-1064-037: Standard Operating Procedure for Ethics in Used Car Sales

SOP-1064-038: Standard Operating Procedure for Safety Measures in the Dealership

SOP-1064-039: Standard Operating Procedure for Facility Cleanliness and Organization

SOP-1064-040: Standard Operating Procedure for Inventory Turnover Optimization

SOP-1064-041: Standard Operating Procedure for Parts and Accessories Sales

SOP-1064-042: Standard Operating Procedure for Customer Education on Vehicle Features

SOP-1064-043: Standard Operating Procedure for Vehicle Trade Show Participation

SOP-1064-044: Standard Operating Procedure for Social Media Presence and Engagement

SOP-1064-045: Standard Operating Procedure for Employee Performance Evaluation

SOP-1064-046: Standard Operating Procedure for Customer Feedback and Satisfaction Surveys

SOP-1064-047: Standard Operating Procedure for Vehicle Transportation and Delivery

SOP-1064-048: Standard Operating Procedure for Vehicle Auction Participation

SOP-1064-049: Standard Operating Procedure for Employee Health and Safety

**Training** 

SOP-1064-050: Standard Operating Procedure for Continuous Improvement Initiatives

\*\*\*\*

13 June 2024 4





Fhyzics Business Consultants Pvt. Ltd. www.Fhyzics.net